



EXAM DAY CHECKLIST FORM

Supervising Examiner & Invigilators Operational Readiness Checklist

This checklist is a guide for the Supervising Examiner and Invigilators to ensure that all examination procedures are conducted in accordance with BCSEA Examination Rules and Regulations mentioned in OGEA.

1. BEFORE THE EXAMINATION BEGINS

- ☐ The examination has been correctly timetabled, and all candidates will be present in the exam room.
- ☐ The examination room conditions are suitable (lighting, ventilation, temperature, noise level, and cleanliness).
- ☐ The Notice to Candidates is displayed both inside and outside the examination room.
- ☐ All display materials that may assist candidates (e.g., maps, charts, formulas, diagrams) are covered or removed.
- ☐ Desks are arranged to ensure maximum spacing between candidates, with a minimum distance of 1.25 metres between the centre of one candidate's chair and another.
- ☐ Desks are suitable and free from unauthorised materials, including desk shelves.
- ☐ Candidate index numbers are placed on each desk.
- ☐ A clock is clearly visible from all candidate desks and shows the correct time.
- ☐ The required number of invigilators is present and able to supervise effectively.
- ☐ All invigilators have been briefed and trained on examination procedures.
- ☐ The correct question answer booklet and examination materials are available.
- ☐ Question answer booklet packets and confidential materials are securely stored and never left unattended after removal from secure storage.
- ☐ Question answer booklet packet envelopes and labels are ready for packing scripts after the examination.
- ☐ Invigilators are aware of the materials permitted in the examination (e.g., calculators where allowed).
- ☐ A copy of 'Instructions to Candidates' is available and ready to be read aloud.
- ☐ If multiple examination rooms are used, each room meets the same requirements.
- ☐ Designated washrooms for candidates have been checked for any unauthorised materials.

2. BEFORE CANDIDATES ENTER THE EXAMINATION ROOM

- ☐ The identity of each candidate has been verified.
- ☐ Candidates have surrendered all unauthorised materials if they are in possession.
- ☐ Candidates are instructed to enter the examination room in silence and sit at their assigned desks.

3. ONCE CANDIDATES ARE SEATED

- ☐ Before opening the question paper packet, details have been checked (Centre Number, Exam Date, Session AM/PM/EV, Syllabus Name & Code, Component Code).
- ☐ The packet is undamaged and sealed correctly.
- ☐ In the presence of the Assistant Supervisor, the inner packet has been checked to ensure the correct syllabus and component before opening.
- ☐ The Instructions to Candidates have been read aloud clearly.
- ☐ The examination has officially commenced.

4. DURING THE EXAMINATION

- ☐ Invigilators remain alert and actively supervise the examination room.
- ☐ Candidates are monitored for unauthorised materials or electronic devices (e.g., smart watches, mobile phones).
- ☐ The attendance register has been completed.
- ☐ A seating plan has been completed showing layout of desks/chairs, position of invigilators, and direction candidates are facing.
- ☐ Candidates have been informed when fifteen minutes remain before the end of the exam.
- ☐ Any suspected malpractice is reported immediately to BCSEA.
- ☐ Invigilators do not provide any explanation of the question paper content.
- ☐ Candidates leaving the room temporarily are accompanied by an invigilator.
- ☐ Candidates leaving permanently before the time given are monitored, and their question answer booklets are collected.
- ☐ No question answer booklet is removed from the examination room.

5. AT THE END OF THE EXAMINATION (CANDIDATES STILL SEATED)

- ☐ End-of-exam instructions have been read aloud.
- ☐ The attendance register has been checked and signed.
- ☐ All question answer booklets and unused stationery have been collected and accounted for (e.g., toposheets).
- ☐ Candidates have numbered their answers correctly.
- ☐ Question answer booklets have been arranged in order.
- ☐ Candidates have been informed they may leave the room and that they remain under Full Supervision until full exam time has passed.

6. AFTER CANDIDATES LEAVE THE EXAMINATION ROOM

- ☐ If multiple exam rooms were used, all question answer booklets and materials have been collected from each room.
- ☐ The attendance register and answer scripts have been collected according to candidate number ranges.

7. ACCESS ARRANGEMENTS

- ☐ For candidates with approved access arrangements, refer to the relevant BCSEA Examination Regulations (OGEA page 32) regarding necessary adjustments and accommodation.